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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050001-1

CONFIDENTIAL

26 November 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Report for the Week Ending 26 November 1954

1. Projects and Studies in Process

a. DCI Move - (continued item)

(1) Area to be occupied by the Office of National Estimates has been completed except for installation of telephones and Venetian blinds.

(2) Side walls and roof of the tunnel between Administration Building and South Building were poured 24 November 1954. Approximately 14 days will be required for the concrete to set before forms may be removed.

b. Strategic Reserve Requirements - (continued item)

A work group, headed by a representative of PP Staff, DD/P has been organized to study world-wide resistance force requirements and potentials and to submit recommendations for revision of projected force strengths. Represented in this group are PPC Staff, DD/P, Office of Communications and the Logistics Office. Area divisions of DD/P will participate by furnishing planning data and recommendations for their respective areas.

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2. Administration

a. Agency Regulations - (continued item)

(1) Regulation [REDACTED] All comments received during formal coordination have been resolved and the regulation has been forwarded to the Regulations Control Staff for publication.

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(2) Agency Notice [REDACTED] Travel, Weight and Volume Allowances and a change to [REDACTED] Overseas, were forwarded to the Regulations Control Staff for publication. These documents place into effect recent policy changes pertaining to weight allowances for personnel assigned overseas on permanent change of station. The documents are being issued without formal coordination in view of the previous formal policy concurrences of concerned Agency components.

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(3) Regulation [REDACTED], Procedure for Technical Inspection of Vehicles were forwarded to the Regulations Control Staff for formal coordination.

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b. Personnel Strength - (continued item)

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The total number of employees on the payroll of this Office 23 November 1954 was [REDACTED]

3. Supply Division

25X1A6a

a. Technical Supply Assistance [REDACTED]
(new and completed item)

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This Office furnished staff assistance to [REDACTED] for the purpose of conducting an inventory of material, rewarehousing supplies, and installing current supply procedures. Additionally, due to a shortage of typists at [REDACTED] stock records cards for the installation are being prepared in the Logistics Office.

b. Special Ordnance Material - (continued item)

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25X1A6a

c. [REDACTED] Warehouse - (continued item)

25X1A6a

The Chief Inspector for the [REDACTED] has notified the Chief of the [REDACTED] Warehouse that the vault area is not acceptable for the storage of ammunition. Inasmuch as it was anticipated that this warehouse could be utilized for the short term storage of certain types of ammunition being held for shipment, the Regional Office, GSA has requested the Bureau to furnish a report indicating reasons why the vault area has not been approved for this purpose.

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4. Transportation

a. GSA Motor Pool - (new and completed item)

Representatives of this Office met with representatives of General Services Administration to discuss participation of this Agency in centrally operated motor pools as provided in Public Law 766. It was agreed that this Agency should be excluded from further consideration by GSA. After such pools are placed into operation, representatives of this Agency will make a further analysis of services available in order to determine whether utilization is practicable at that time.

5. Real Estate and Construction Division

25X1A6a

a. Construction. [REDACTED] (continued item)

Work has been completed relative to the correction of the defective anchorage for emergency power generator [REDACTED]. Tests have been conducted by [REDACTED] and [REDACTED] the results thereof were satisfactory. Accordingly, work will be accepted for payment of the contract after receipt of official notification of inspection results from [REDACTED].

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6. Printing and Reproduction Division

a. Field Printing Capabilities - (continued item)

The survey of field printing capabilities and printing requirements disclosed that printing production would be approximately equally divided between Headquarters and field installations. Analysis of requirements to be placed on the Logistics Office as reflected in the study demonstrated clearly that present equipment and personnel are not adequate to meet the anticipated production required. DD/P representative indicated, however, that the requirements determined in the survey were too high and that DD/P would be unable to support at this time any request for additional personnel for the Logistics Office to meet printing needs disclosed by the survey. Accordingly, it is currently agreed that present printing facilities of this Office can meet foreseeable actual DD/P requirements for FFW printing.

JAMES A. GARRISON
Chief of Logistics

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LO/TR&O/JAG:hhl (26 November 1954)

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